



July 25, 2006

**SUBJECT: Delegation of Determining Evaluation Criteria for Homeless Services Providers Submitting Notices of Interest in the Onizuka Site to the Onizuka Local Redevelopment Authority's Executive Committee**

**REPORT IN BRIEF**

The Department of Defense formally recognized the City of Sunnyvale as the Local Redevelopment Authority (LRA) for Onizuka Air Force Station on April 6, 2006.

As required by the Department of Defense's Base Realignment and Closure (BRAC) regulations, the LRA must conduct outreach to homeless services providers who may have an interest in requesting a portion of the property and, in developing their reuse plan, must balance the needs of the homeless with other community development objectives.

Staff recommends that the LRA delegate determining evaluation criteria, for homeless services providers submitting Notices of Interest in the Onizuka site, to the Onizuka LRA's Executive Committee, pursuant to LRA Bylaws (Attachment B).

**BACKGROUND**

As the LRA, Sunnyvale City Council serves as the primary community point of contact for all matters relating to closure of Onizuka AFS, conducts outreach efforts and designs a comprehensive plan for reuse of the property, culminating in a redevelopment plan.

On April 11, 2006, the LRA created the Executive Committee, consisting of three members: LRA Chair Ron Swegles, Member John Howe, and Member Christopher Moylan. As noted in the LRA Bylaws, the Executive Committee will address some of the LRA's functions when delegated by the LRA.

**EXISTING POLICY**

**Legislative Management Sub-Element, Goal 7.3C:** Participate in intergovernmental activities, including national, state and regional groups, as a means to represent the City's interests, influence policy and legislation, and enhance awareness.

## **DISCUSSION**

As required by the Department of Defense's Base Realignment and Closure regulations, the LRA must conduct outreach to homeless services providers who may have an interest in requesting a portion of the property and, in developing their reuse plan, must balance the needs of the homeless with other community development objectives. In compliance with these regulations, the LRA is currently conducting outreach to homeless-services providers. Staff submitted an advertisement regarding notices of interest to the *Sunnyvale Sun* and the *San Jose Mercury News* (Attachment A), and will hold a workshop for interested homeless services providers on September 13, 2006, at 1:30 p.m. at the Sunnyvale Community Center. At the workshop, staff will present the criteria which will be used by the LRA for evaluating any Notices of Interest that are submitted.

The evaluation criteria will need to be determined by the LRA (or the Executive Committee) well in advance of the workshop. The criteria will be presented to the LRA's Citizens Advisory Committee for review and comment before it is presented to the LRA (or the LRA's Executive Committee) for review and determination. Due to time and date constraints (there are no Council meetings scheduled on August 29 or September 5), the need to also schedule a preliminary review with the Citizen's Advisory Committee (CAC), and the delegable nature of the task of reviewing evaluation criteria, pursuant to LRA Bylaws, staff is proposing that determination of the criteria be delegated to the LRA Executive Committee.

## **FISCAL IMPACT**

There is no fiscal impact to this report.

## **CONCLUSION**

This report provides the Onizuka LRA an opportunity to expedite and streamline the process of determining evaluation criteria, for homeless services providers submitting Notices of Interest in the Onizuka site, by delegating this function to the Onizuka LRA's Executive Committee.

## **PUBLIC CONTACT**

Public contact was made through posting of the Council agenda in public places and on the City's Web page.

## **ALTERNATIVES**

1. The LRA approves delegating the determination of evaluation criteria, for homeless services providers submitting Notices of Interest in the Onizuka site, to the Onizuka LRA's Executive Committee.

2. The LRA does not approve delegating the determination of evaluation criteria, for homeless services providers submitting Notices of Interest in the Onizuka site, to the Onizuka LRA's Executive Committee.

3. Other direction as provided by the LRA.

**RECOMMENDATION**

Staff recommends Alternative 1: that the LRA delegate determining evaluation criteria, for homeless services providers submitting Notices of Interest in the Onizuka site, to the Onizuka LRA's Executive Committee.

Reviewed by:

Coryn Campbell for Robert Walker, Director, Office of the City Manager

Prepared by: Andrea Georgelos, Interim IGR Officer

Approved by:

Amy Chan  
City Manager

**Attachments**

Attachment A: Advertisement of Notice of Interest

Attachment B: LRA Bylaws

## **Attachment A**

# Availability of Surplus Federal Property to State and Local Eligible Parties, Including Homeless Service Providers Onizuka Air Force Station, Local Redevelopment Authority

As required by the Base Closure Community Redevelopment and Homeless Assistance Act of 1994, as amended (the Redevelopment Act), and its implementing regulations, the Onizuka Local Redevelopment Authority for Onizuka Air Force Station is seeking notices of interest (NOIs) for surplus property at the installation.

State and local governments, homeless service providers and other interested parties may submit NOIs no later than 5 p.m., Tuesday, December 5, 2006. A listing of surplus property at Onizuka Air Force Station was published by the Department of Defense in the Federal Register on May 30, 2006. The complete listing can be obtained by calling the LRA contact person identified below.

NOIs for homeless assistance may be submitted by any state or local government agency or private nonprofit organization that provides or proposes to provide services to homeless persons and/or families residing in Sunnyvale.

A workshop will be held at the City of Sunnyvale's Community Center, 550 E. Remington Dr., on Wednesday, September 13, at 1:30 p.m. It will include an overview of the base redevelopment planning process, information on any land use constraints known at the time, and information on the NOI process, including criteria that will be used by the LRA. Information will also be provided regarding a tour of the installation for those agencies that will be submitting an NOI. To register for the workshop, please call the LRA contact person identified below by September 8, 2006. Attendance at this workshop is not required to submit an NOI, but is highly encouraged.

NOIs from homeless service providers must include: (i) a description of the homeless assistance program that the homeless service provider proposes to carry out at the Onizuka Air Force Station property; (ii) a description of the need for the program; (iii) a description of the extent to which the program is or will be coordinated with other homeless assistance programs in the communities in the vicinity of Onizuka Air Force Station; (iv) information about the physical requirements necessary to carry out the program, including a description of the buildings and property at Onizuka Air Force Station that are necessary in order to carry out the program; (v) a description of the financial plan, the organizational structure and capacity, prior experience, and qualifications of the organization to carry out the program; and (vi) an assessment of the time required to commence carrying out the program.

Entities interested in obtaining property through a public benefit conveyance (PBC), other than a homeless assistance conveyance, are invited to contact the following federal agency offices to find out more about each agency's PBC program and to discuss with the agency the entity's potential for qualifying for a conveyance of property:

## Parks and Recreation:

Wendy Ormont  
National Center for Recreation &  
Conservation Federal Lands to Parks  
Program U.S. Department of the Interior  
National Park Service, 1849 C Street, NW  
Washington, DC 20240  
Telephone: (202) 354-6915  
E-mail: wendy\_ormont@nps.gov

## Education:

Peter Wieczorek  
Director, Federal Real Property Group  
U.S. Department of Education  
33 Arch Street, Suite 1140  
Boston, MA 02110  
Telephone: (617) 289-0172  
E-mail: peter.wieczorek@ed.gov

## Public Health:

John Hicks  
Chief, Space Management Branch  
Division of Property Management/PSC  
Department of Health & Human Services  
Parklawn Building, Room 5B-41  
5600 Fishers Lane Rockville, MD 20857  
Telephone: (301) 443-2265  
E-mail: rpb@psc.gov

## Corrections and Law Enforcement:

Janet Quist, Special Projects Manager  
Bureau of Justice Assistance  
Office of Justice Programs  
U.S. Department of Justice  
810 Seventh Street, NW, Room 4413  
Washington, DC 20531  
Telephone: (202) 353-2392  
E-mail: janet.quist@usdoj.gov

## Self Help Housing:

Janet Golrick, Assistant Deputy-Assistant  
Secretary  
Office of Multi-Family Housing  
Department of Housing and Urban  
Development  
451 7th Street, SW, Room 6110  
Washington, DC 20410  
Telephone: 202-708-2495  
E-mail: janet\_m\_golrick@hud.gov

## Public Airport:

San Francisco Airports District Office  
831 Mitten Road, Room 210  
Burlingame, California 94010  
Telephone: (650) 876-2778

## Port Facility:

Keith Lesnick, U.S. Department of  
Transportation  
Maritime Administration  
400 Seventh Street, SW, Room 7206  
Washington, DC 20590  
Telephone: (202) 366-4357, ext. 1624  
E-mail: keith.lesnick@marad.dot.gov

## Historic Monument:

Thomas B. Kempster, Special Assistant  
AFRPA/DR-SA  
Air Force Real Property Agency  
1700 North Moore Street, Suite 2300  
Arlington, VA 22209-2802  
Telephone: (703) 696-5532  
thomas.kempster@afpra.pentagon.af.mil

## Wildlife Conservation: (Only States May Apply)

Thomas B. Kempster, Special Assistant  
AFRPA/DR-SA  
Air Force Real Property Agency  
1700 North Moore Street, Suite 2300  
Arlington, VA 22209-2802  
Telephone: (703) 696-5532  
thomas.kempster@afpra.pentagon.af.mil

NOIs for Public Benefit Conveyances must include: (i) a description of the eligibility for the proposed transfer, (ii) the proposed use of the property, including a description of the buildings and property necessary to carry out such proposed use, (iii) time frame for occupation, and (iv) the benefit to the community from such proposed use, including the number of jobs the use would generate.

For additional information or to register for the workshop or tour, contact Coryn Campbell at ccampbell@ci.sunnyvale.ca.us or (408) 730-7739, TDD (408) 730-7501.

*The City of Sunnyvale does not discriminate on the basis of race, color, religion, national origin, sex (including sexual harassment), handicap, or age in any of its policies, procedures or practices. This nondiscrimination policy covers admission and access to, or treatment or employment in, City of Sunnyvale programs and activities.*

*Special Needs: The session locations are accessible to persons with physical disabilities. Pursuant to the Americans with Disabilities Act, the City of Sunnyvale will make reasonable efforts to accommodate persons with qualified disabilities. Persons who need special accommodations or auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, large print or Braille, are requested to contact staff at (408) 730-7451, TDD (408) 730-7501, no less than five days prior to the public hearing so that appropriate arrangements can be made. If you have inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the City's grievance procedures, please contact the City's ADA Coordinator at (408) 730-7599, TDD (408) 730-7501, at least five days in advance of the meeting.*



## **Attachment B**

**BYLAWS OF THE ONIZUKA AIR FORCE STATION  
LOCAL REDEVELOPMENT AUTHORITY**

**ARTICLE I – NAME**

The name of the agency is the Onizuka Air Force Station Local Redevelopment Authority, hereinafter referred to as “Onizuka LRA.”

**ARTICLE II – PURPOSE**

To create a public agency to facilitate the discussion of issues and recommendations related to the community and economic development potential and reuse of Onizuka Air Force Station (AFS).

**ARTICLE III – MEMBERSHIP**

Section 1. Composition. The Onizuka LRA shall consist of seven members who are elected City Council members of the City of Sunnyvale. The Onizuka LRA may appoint members of the community to serve on taskforces created by the Onizuka LRA.

Section 2. Term of Membership. The term of membership for each member of the Onizuka LRA shall commence with certified election to Sunnyvale City Council and shall continue until a successor is elected and qualified or until the LRA is dissolved upon determination that it is in the best interest of the City (See Article XI).

Section 3. Voting Rights. Each member shall be entitled to one (1) vote on each matter submitted to a vote of the members. Members must be present to vote, and voting by proxy shall not be permitted.

Section 4. Transfer of Membership. Membership and its privileges is not transferable or assignable.

Section 5. Vacancies. Vacancies in the membership of Onizuka LRA may be filled in the same manner as provided in the Sunnyvale City Charter, Article VI, Section 604.

**ARTICLE IV – MEETINGS OF MEMBERSHIP**

Section 1. Annual Meeting. An annual meeting of the Onizuka LRA shall be held during the first month of the calendar year or at another date designated by the Chairperson for the purpose of electing officers and for the transaction of such other matters as may come before the meeting.

a. Election of Officers. The membership shall select from its members a Chair and Vice Chair. The Vice Chair shall serve as Chair in the absence of the Chair.

Section 2. Special Meetings. Special meetings of the Onizuka LRA may be called by the Chairperson or by vote of four or more members of the Onizuka LRA for the transaction of such business as may come before the LRA.

Section 3. Place of Meetings. All meetings shall be convened in the Council Chambers of Sunnyvale City Hall but may be thereafter adjourned to such other locations as may be selected by the Onizuka LRA. All meetings of the Onizuka LRA shall be open to the public. If, by reason of fire, flood, or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the Chair, or, if he/she should fail to act, by four members of the Onizuka LRA.

Section 4. Notice of Meetings. Notice stating the place, day, and hour of any meeting of members shall be delivered, either personally, by email or by mail to each member before the date of such meeting, in conformance with the Ralph M. Brown Act, Government Code §54950 *et seq.*, by or at the direction of the Chairperson or a majority of the membership.

Section 5. Quorum. A majority of members of the Onizuka LRA shall constitute a quorum.

## **ARTICLE V – DUTIES OF THE ONIZUKA LRA**

The Onizuka LRA shall be the body responsible for all reuse planning activities, including development of the Reuse Plan and, if necessary, implementation of the redevelopment plan for Onizuka AFS. The duties of the Onizuka LRA shall be:

a. To serve as the single community point of contact for all matters relating to the closure of the base.

b. To serve as the single entity responsible for preparing the Onizuka AFS Reuse Plan, if necessary.

c. To serve as the primary agency for all grant/aid applications related to transition, reuse and redevelopment.

d. To serve as the lead agency for the California Environmental Policy Act (CEQA) review and to negotiate with and provide support to



regulatory agencies responsible for environmental remediation and other environmental assessments.

e. To facilitate community input and involvement in decision making related to reuse and economic development at Onizuka AFS through establishment of a taskforce representing diverse stakeholders within the City and the region.

f. To evaluate homeless needs in the City of Sunnyvale and balance those needs with other community development objectives during the reuse planning process.

g. To negotiate the final plan for disposition of Onizuka AFS with the Air Force.

## **ARTICLE VI – OFFICERS**

Section 1. Officers. The Officers of the Onizuka LRA shall be a Chairperson and Vice-Chairperson. Staff support to the Onizuka LRA will be provided by the City of Sunnyvale.

Section 2. Election of Office. The Officers shall be elected annually by the Onizuka LRA members from their own membership at the first annual meeting each year. If the election of officers is not held during the annual meeting, the Executive Committee shall cause the election to be held at a special meeting of the members called as soon thereafter as convenient.

Section 3. Duties. The Chairperson shall preside at all meetings of the members; the Vice-Chairperson, in the absence of the Chairperson, shall perform duties of the Chairperson. Sunnyvale's City Clerk shall record and preserve the minutes of all meetings of the membership.

## **ARTICLE VII – SUBCOMMITTEES AND TASKFORCES**

Section 1. Executive Committee. The Onizuka LRA may choose to discharge some of its functions through an Executive Committee. The Executive Committee shall consist of three members, including the Chairperson, the Vice-Chairperson and one other member selected by the members of the Onizuka LRA. The Executive Committee's duties shall include the following:

a. To meet regularly to manage the administrative matters of the Onizuka LRA's operation.

b. To appoint members to Taskforces.

c. To develop and propose to the Onizuka LRA changes in the Onizuka LRA's policies and programs.

d. To prepare, with staff assistance, periodic and annual budgets and reports which shall be presented to the Onizuka LRA for approval.

Section 2. Taskforces. Taskforces may be designated by the membership of the Onizuka LRA as needed. The Onizuka LRA Executive Committee shall be responsible for appointing members to taskforces.

a. Eligibility to Serve On Taskforces. Members of taskforces need not be members of the Onizuka LRA. Taskforce members are subject to the regulations of the Bylaws herein stated.

b. Term of Taskforces. Each member of a taskforce shall be appointed by the Executive Committee of the Onizuka LRA for renewable one-year terms.

c. Chairperson. One member of each taskforce shall be selected chairperson by members of that taskforce.

d. Quorum. A majority of members of a taskforce shall constitute a quorum.

e. Rules. Each taskforce shall abide by procedural rules for its own government, not inconsistent with the Bylaws or the rules adopted by the Onizuka LRA, and not in conflict with the rules, regulations, guidelines, and authority of the City of Sunnyvale.

f. Resignation and Termination of Membership. Any member may resign by filing a written resignation with the Chairperson of the taskforce. Any member who misses three (3) consecutive unexcused meetings shall be deemed to have resigned.

g. Vacancies. Vacancies in the membership of the taskforces may be filled in the same manner as provided in the case of the original selection.

## **ARTICLE VIII – BOOKS AND RECORDS**

The Onizuka LRA shall keep correct and complete books of records of accounts; and shall also keep minutes of the meetings of its membership; and shall keep, at its principal office, a record giving the names and addresses of the members entitled to vote. All books and records of the Onizuka LRA are subject to the California Public Records Act.

## **ARTICLE IX – FISCAL YEAR**

The fiscal year of the Onizuka LRA shall be July 1 to June 30 of each year.

#### **ARTICLE X – DURATION OF THE REDEVELOPMENT AUTHORITY**

The Onizuka LRA will continue until the Reuse Plan is developed and implemented for Onizuka AFS or until dissolved by the Sunnyvale City Council.

#### **ARTICLE XI – DISSOLUTION**

The Sunnyvale City Council shall have the authority to dissolve the Onizuka LRA if it determines that it is in the best interest of the City.

#### **ARTICLE XII – AMENDMENTS**

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority vote of the Sunnyvale City Council. The Onizuka LRA may recommend to the City Council that the Bylaws be altered, amended, or repealed and new Bylaws be adopted by a majority vote of the Onizuka LRA membership in any meeting, provided that at least seven (7) days written notice be given of intention to alter, amend, repeal, or to adopt new Bylaws at such meeting.